



Planning Division
City of Bend
(541) 388-5580
planning@bendoregon.gov
710 NW Wall Street, Bend OR 97703

SUBMITTAL REQUIREMENTS FOR PLANNING APPLICATIONS

Contact the Planning Division to determine if a Pre-Application Meeting is recommended to identify issues pertaining to the proposed development, and what improvements are likely to be required. It is also recommended that a System Development Charge (SDC) Estimate be applied for prior to submitting a Planning Application.

The following are the lists of submittal items required for each Planning Division Application. If you have any questions about what application to submit, please contact the Planning Division prior to submitting your application to avoid incorrect fee assessments and processing delays.

SUBMITTAL ITEMS BY APPLICATION TYPE

Project Type (Portal Step 1)	Application Type (Portal Step 2)	Submittal Items (Portal Step 6)
Annexation	Annexation	<ul style="list-style-type: none"> <input type="checkbox"/> Authorization Form signed by Property Owner <input type="checkbox"/> Narrative <input type="checkbox"/> Copy of Land Use Decision <input type="checkbox"/> Irrigation District Letter <input type="checkbox"/> Bend Park and Rec District Letter <input type="checkbox"/> Metes & Bounds Survey <input type="checkbox"/> Annexation Forms and Submittal Documents
Comprehensive Plan Map Amendment	Comprehensive Plan Map Amendment *Note: See the Guide to Public Meetings with Neighborhoods for Developers and Applicants .	<ul style="list-style-type: none"> <input type="checkbox"/> Authorization Form signed by the Property Owner <input type="checkbox"/> Bend Parks and Recreation District Letter <input type="checkbox"/> Bend-La Pine School District Letter <input type="checkbox"/> Current Deed <input type="checkbox"/> Narrative <input type="checkbox"/> Traffic Analysis Memo - issued by the City of Bend <input type="checkbox"/> Transportation Facilities Report (TFR) <input type="checkbox"/> Utility Availability Letters <input type="checkbox"/> Verification of Compliance Public Meeting Form <input type="checkbox"/> Public Meeting Documents (Copies notice and mailing list) <input type="checkbox"/> Water and Sewer Analysis

Conditional Use Permit	<p>Conditional Use Permit</p> <p><u>*Note: See the Guide to Public Meetings with Neighborhoods for Developers and Applicants</u></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Authorization Form signed by the Property Owner <input type="checkbox"/> Building Elevations <input type="checkbox"/> Current Deed <input type="checkbox"/> Floor Plans <input type="checkbox"/> Landscaping Plan <input type="checkbox"/> Narrative <input type="checkbox"/> Site Plan <input type="checkbox"/> Traffic Analysis Memo - issued by the City of Bend <input type="checkbox"/> Transportation Facilities Report (TFR) <input type="checkbox"/> Verification of Compliance Public Meeting Form <input type="checkbox"/> Public Meeting Documents (Copies notice and mailing list) <input type="checkbox"/> Water and Sewer Analysis (if required) <input type="checkbox"/> Will-serve letter from water service provider other than City
Design Review	<ul style="list-style-type: none"> • CB Zone Design Review Track 1 or 2 • Deschutes River Administrative (WOZ) • Deschutes River Hearing (WOZ) • Design Review Minor Alteration • Design Review New/Major Alt 	<ul style="list-style-type: none"> <input type="checkbox"/> Authorization Form signed by the Property Owner <input type="checkbox"/> Building Elevations <input type="checkbox"/> Current Deed <input type="checkbox"/> Deed Restrictions <input type="checkbox"/> Floor Plans <input type="checkbox"/> Landscaping Plan <input type="checkbox"/> Narrative <input type="checkbox"/> Roof Plan <input type="checkbox"/> Site Plan
Final Plat	<ul style="list-style-type: none"> • Final Plat Condo • Final Plat Partition • Final Plat Subdivision 	<ul style="list-style-type: none"> <input type="checkbox"/> Authorization Form signed by the Property Owner <input type="checkbox"/> Condominium declaration (Condo Plat only) <input type="checkbox"/> Copy of Land Use Decision <input type="checkbox"/> Current Deed <input type="checkbox"/> Deed Restrictions / Easements <input type="checkbox"/> Final Plat <input type="checkbox"/> Homeowner's Association Agreements and/or CC&Rs <input type="checkbox"/> Survey Closure Sheets <input type="checkbox"/> Taxes and assessments <input type="checkbox"/> Title Report

<p>Historic (Not all items required for all Hist. Applications – check with planner for details)</p> <p>See Historic Submittals for Historic Application Forms</p>	<ul style="list-style-type: none"> • Demo Historic Resource • Fences • Add or Remove District or Property • Interior Window Sign • Major Alteration • Mech equipment visible from street • Minor Alteration • Move structure • New structure • Replacement-in-kind door, siding, roofing • Signs on historic site/building 	<ul style="list-style-type: none"> <input type="checkbox"/> Authorization Form signed by the Property Owner <input type="checkbox"/> Color Elevation Photos <input type="checkbox"/> Construction Plans Before & After <input type="checkbox"/> Current Deed <input type="checkbox"/> Floor Plans <input type="checkbox"/> Historic Application Form <input type="checkbox"/> Historic Photos <input type="checkbox"/> Historic Resource Construction Details Checklist <input type="checkbox"/> Historic Visual Impact Analysis <input type="checkbox"/> Landscape Plan <input type="checkbox"/> Narrative <input type="checkbox"/> Sign Rendering (Signs applications only) <input type="checkbox"/> Site Plan <input type="checkbox"/> Site Plan - Adjacent, Existing, & Proposed Lot <input type="checkbox"/> Site Photos <input type="checkbox"/> Adjacent Lot Photos <input type="checkbox"/> Visual Impact Analysis
<p>Home Based Business</p>	<ul style="list-style-type: none"> • Class B • Class C 	<ul style="list-style-type: none"> <input type="checkbox"/> Authorization Form signed by the Property Owner <input type="checkbox"/> Floor Plans <input type="checkbox"/> Narrative <input type="checkbox"/> Site Plan

Land Division	<ul style="list-style-type: none"> • Expedited Land Division (if qualified) • Partition • Replat - Partition • Replat - Subdivision • Subdivision - 1 Phase • Subdivision - Cemetery • Subdivision – Phased 	<ul style="list-style-type: none"> <input type="checkbox"/> Authorization Form signed by Property Owner <input type="checkbox"/> Architectural Concept Plan (Area or Master Plan) <input type="checkbox"/> Affordable Housing Letter (if applicable) <input type="checkbox"/> Bend Park and Rec District Letter <input type="checkbox"/> Bend-La Pine School District Letter <input type="checkbox"/> Conceptual Master Plan (Area or Major Master Plan) <input type="checkbox"/> Current Deed <input type="checkbox"/> Deed Restrictions/Easements <input type="checkbox"/> Development Pattern (Shadow Plat) <input type="checkbox"/> Draft Development Code (Area or Major Master Plan) <input type="checkbox"/> Existing Conditions <input type="checkbox"/> HOA Agreements/CCRs existing and/or proposed <input type="checkbox"/> Irrigation District Letter <input type="checkbox"/> Metes & Bounds Survey (Area or Major Master Plan) <input type="checkbox"/> Narrative <input type="checkbox"/> Phasing Plan (if applicable) <input type="checkbox"/> Preliminary Grading Plan <input type="checkbox"/> Preliminary Drainage Plan <input type="checkbox"/> Tentative Plan (not required for area or master plan) <input type="checkbox"/> Title Report (not older than 90 days) <input type="checkbox"/> Traffic Analysis Memo – Issued by City of Bend <input type="checkbox"/> Transportation and Parking Demand Management Plan (Area or Major Master Plan) <input type="checkbox"/> Transportation Facilities Report <input type="checkbox"/> Utility Availability Letters <input type="checkbox"/> Utility Plan <input type="checkbox"/> Verification of Compliance Public Meeting Form <input type="checkbox"/> Public Meeting Documents (Copies notice and mailing list) <input type="checkbox"/> Water and Sewer Analysis – Issued by City of Bend (not required for Partition) <input type="checkbox"/> Will serve letter from water provider if not City water
Master Plan, Area Plan	<ul style="list-style-type: none"> • Area Plan • Major Master Plan • Minor Master Plan <p>*Note: See the Guide to Public Meetings with Neighborhoods for Developers and Applicants</p>	

Minimum Development Standards Review (MDS)	<ul style="list-style-type: none"> • Minimum Development Standards Review 	<ul style="list-style-type: none"> <input type="checkbox"/> Authorization Form signed by Property Owner <input type="checkbox"/> Building Elevations <input type="checkbox"/> Current Deed <input type="checkbox"/> Affordable Housing Letter (if applicable) <input type="checkbox"/> Floor Plans <input type="checkbox"/> Landscape Plan <input type="checkbox"/> Narrative <input type="checkbox"/> Site Plan <input type="checkbox"/> Will-serve letter from Water Provider (if not City water) <input type="checkbox"/> Marijuana Business Land Use Checklist (if applicable) <input type="checkbox"/> Preliminary Grading & Drainage Plan (if applicable) <input type="checkbox"/> Roof Plan (non-residential if altering) <input type="checkbox"/> State DMV or Land Use Compatibility Form (if applicable) <input type="checkbox"/> Traffic Analysis Memo Issued by City (non-residential)
Miscellaneous	Declaratory Ruling	<ul style="list-style-type: none"> <input type="checkbox"/> Authorization Form signed by Property Owner <input type="checkbox"/> Copy of Land Use Decision (if applicable) <input type="checkbox"/> Current Deed (if applicable) <input type="checkbox"/> Narrative
	<ul style="list-style-type: none"> • Administrative • Hearings Officer • Planning Commission 	
	• Extension of approval	<ul style="list-style-type: none"> <input type="checkbox"/> Authorization Form signed by Property Owner <input type="checkbox"/> Copy of Land Use Decision <input type="checkbox"/> Narrative
	<ul style="list-style-type: none"> • Lot of Record Verification SFD or Duplex in Subdivision • Lot of Record Verification – Other 	<ul style="list-style-type: none"> <input type="checkbox"/> Authorization Form signed by Property Owner <input type="checkbox"/> Chain of Title Report <input type="checkbox"/> Current Deed <input type="checkbox"/> Earliest Recorded Deed <input type="checkbox"/> Narrative <input type="checkbox"/> Tax Lot Card (Contact Deschutes County)
	• Land Use Compatibility Statement/Form	<ul style="list-style-type: none"> <input type="checkbox"/> Authorization Form signed by Property Owner <input type="checkbox"/> Copy of Land Use Decision (if applicable) <input type="checkbox"/> State DMV or Land Use Compatibility Form

Miscellaneous (continued)	<ul style="list-style-type: none"> • Right of Way Vacation 	<ul style="list-style-type: none"> <input type="checkbox"/> Authorization Form signed by Property Owner(s) <input type="checkbox"/> Appraisal of property to be vacated <input type="checkbox"/> Metes & Bounds Survey <input type="checkbox"/> Narrative <input type="checkbox"/> ROW Vacation Application Petition Form <input type="checkbox"/> Tax Map showing surrounding area <input type="checkbox"/> Title Report <input type="checkbox"/> Title Report for Abutting Properties <input type="checkbox"/> Utility Plan
	<ul style="list-style-type: none"> • Temporary Use Permit 	<ul style="list-style-type: none"> <input type="checkbox"/> Authorization Form signed by Property Owner <input type="checkbox"/> Building Elevations <input type="checkbox"/> Current Deed <input type="checkbox"/> Floor Plans <input type="checkbox"/> Landscape Plan <input type="checkbox"/> Narrative <input type="checkbox"/> Site Plan
	<ul style="list-style-type: none"> • Waiver to Public Improvement Standards • Road Name Change • Roll Change • Solar Access Permit • Zoning Verification 	<ul style="list-style-type: none"> <input type="checkbox"/> Authorization Form signed by Property Owner <input type="checkbox"/> Narrative <input type="checkbox"/> Site Plan (Waiver and Solar Access Permit) <input type="checkbox"/> Current Deed (Roll Change)
Modification of Approval	<ul style="list-style-type: none"> • Modification of Approval • Modification of PUD • Modification of Tentative Subdivision 	<ul style="list-style-type: none"> <input type="checkbox"/> Authorization Form signed by Property Owner <input type="checkbox"/> Building Elevations (if applicable) <input type="checkbox"/> Copy of Land Use Decision being modified <input type="checkbox"/> Current Deed <input type="checkbox"/> Floor Plans (if applicable) <input type="checkbox"/> Landscaping Plans (if applicable) <input type="checkbox"/> Narrative <input type="checkbox"/> Preliminary Grading Plan (if applicable) <input type="checkbox"/> Preliminary Drainage Plan (if applicable) <input type="checkbox"/> Site Plan (if applicable) <input type="checkbox"/> Tentative Plan (PUD or Subdivision)

Pre-Application Meeting	<ul style="list-style-type: none"> • Pre-Application Meeting 	<input type="checkbox"/> Authorization Form signed by Property Owner <input type="checkbox"/> Narrative <input type="checkbox"/> Building Elevations (if applicable) <input type="checkbox"/> Floor Plans (if applicable) <input type="checkbox"/> Phasing Plan (if applicable) <input type="checkbox"/> Site Plan (if applicable) <input type="checkbox"/> Tentative Plan (if applicable)
Property Line Adjustment	<ul style="list-style-type: none"> • Property Line Adjustment 	<input type="checkbox"/> Authorization Form signed by Property Owner(s) <input type="checkbox"/> Current Deed(s) <input type="checkbox"/> Narrative <input type="checkbox"/> Property Line Adjustment Survey <input type="checkbox"/> Title Report (not more than 90 days old)
Public Easement Removal via Replat	<ul style="list-style-type: none"> • Public Easement Removal via Replat 	<input type="checkbox"/> Authorization Form signed by Property Owner(s) <input type="checkbox"/> Current Deed(s) <input type="checkbox"/> Existing Conditions <input type="checkbox"/> Irrigation District Letter <input type="checkbox"/> Narrative <input type="checkbox"/> Tentative Plan <input type="checkbox"/> Title Report (not more than 90 days old) <input type="checkbox"/> Utility Provider Letters
Refinement Plan or Development Agreement	<ul style="list-style-type: none"> • Refinement Plan or Development Agreement per ORS Chapter 94 	<input type="checkbox"/> Authorization Form signed by Property Owner(s) <input type="checkbox"/> Current Deed(s)
Short Term Rental	<ul style="list-style-type: none"> • Infrequent • Owner Occupied • Whole House Residential Zone • Whole House Commercial Zone 	<input type="checkbox"/> Authorization Form signed by Property Owner(s) <input type="checkbox"/> Current Deed <input type="checkbox"/> Floor Plans <input type="checkbox"/> Photo of Interior of Garage (if applicable) <input type="checkbox"/> Proof of Owner Occupancy (Owner Occupied only) <input type="checkbox"/> Site Plan

Sign	<ul style="list-style-type: none"> • Adjustment to Standards • Sign Plan • Sign Variance 	<ul style="list-style-type: none"> <input type="checkbox"/> Authorization Form signed by Property Owner(s) <input type="checkbox"/> Building Elevations <input type="checkbox"/> Narrative <input type="checkbox"/> Sign Rendering <input type="checkbox"/> Site Plan
Site Plan Review	<ul style="list-style-type: none"> • Alteration 5,000 sq ft or less • New Use No Building • Major Alteration • New Development <p>*Note: A Public Meeting is required when development of 10,000 square feet or more is proposed. See the Guide to Public Meetings with Neighborhoods for Developers and Applicants</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Authorization Form signed by Property Owner <input type="checkbox"/> Building Elevations (if applicable) <input type="checkbox"/> Current Deed <input type="checkbox"/> Deed Restrictions/Easements <input type="checkbox"/> Affordable Housing Letter (if applicable) <input type="checkbox"/> Floor Plans (if applicable) <input type="checkbox"/> Landscape Plan <input type="checkbox"/> Marijuana Business Checklist (if applicable) <input type="checkbox"/> Narrative <input type="checkbox"/> Phasing Plan (if applicable) <input type="checkbox"/> Preliminary Grading Plan <input type="checkbox"/> Preliminary Drainage Plan <input type="checkbox"/> Roof Plan (if applicable - show mech. equipment) <input type="checkbox"/> Sign Rendering (if applicable) <input type="checkbox"/> Site Plan <input type="checkbox"/> Title Report (not more than 90 days old) <input type="checkbox"/> Traffic Analysis Memo – Issued by City of Bend <input type="checkbox"/> Transportation Facilities Report (if required) <input type="checkbox"/> Utility Plan (if applicable) <input type="checkbox"/> Verification of Compliance Public Meeting Form <input type="checkbox"/> Public Meeting Documents (Copies notice and mailing list) <input type="checkbox"/> Water and Sewer Analysis – Issued by City of Bend if required – contact Private Development Engineering <input type="checkbox"/> Will-serve letter from water service provider (if other than City water)
Surface Mining	<ul style="list-style-type: none"> • Surface Mining 	<ul style="list-style-type: none"> <input type="checkbox"/> Authorization Form signed by Property Owner <input type="checkbox"/> Current Deed <input type="checkbox"/> Site Plan <input type="checkbox"/> Narrative

Text Amendment Comprehensive Plan or Development Code	<ul style="list-style-type: none"> • Text Amendment – Comprehensive Plan or Development Code <p>*Note: See the Guide to Public Meetings with Neighborhoods for Developers and Applicants</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Authorization Form signed by Property Owner <input type="checkbox"/> Narrative <input type="checkbox"/> Verification of Compliance Public Meeting Form <input type="checkbox"/> Public Meeting Documents (Copies notice and mailing list) <input type="checkbox"/> Draft Code
UGB Expansion	<ul style="list-style-type: none"> • UGB Expansion (Pre-application meeting required) <p>*Note: See the Guide to Public Meetings with Neighborhoods for Developers and Applicants</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Authorization Form signed by Property Owner <input type="checkbox"/> Bend Park and Rec District Letter <input type="checkbox"/> Bend-La Pine School District Letter <input type="checkbox"/> Current Deed <input type="checkbox"/> Irrigation District Letter <input type="checkbox"/> Narrative <input type="checkbox"/> Title Report (not older than 90 days) <input type="checkbox"/> Traffic Analysis Memo – Issued by City of Bend <input type="checkbox"/> Transportation Facilities Report <input type="checkbox"/> Utility Availability Letters <input type="checkbox"/> Verification of Compliance Public Meeting Form <input type="checkbox"/> Public Meeting Documents (Copies notice and mailing list) <input type="checkbox"/> Water and Sewer Analysis – Issued by City of Bend <input type="checkbox"/> Will serve letter from water provider if not City water
Variance	<ul style="list-style-type: none"> • Class A • Class B • Class C 	<ul style="list-style-type: none"> <input type="checkbox"/> Authorization Form signed by Property Owner <input type="checkbox"/> Building Elevations <input type="checkbox"/> Floor Plans <input type="checkbox"/> Site Plan <input type="checkbox"/> Current Deed <input type="checkbox"/> Narrative

Wireless or Broadcast Facility Review	<ul style="list-style-type: none"> • Type I • Type II • Type III 	<ul style="list-style-type: none"> <input type="checkbox"/> Authorization Form signed by Property Owner <input type="checkbox"/> Building Elevations <input type="checkbox"/> Site Plan <input type="checkbox"/> Landscape Plan <input type="checkbox"/> Current Deed <input type="checkbox"/> Title Report (not older than 90 days) <input type="checkbox"/> Narrative <input type="checkbox"/> FCC License <input type="checkbox"/> Geographic Service Area <input type="checkbox"/> RF Emissions Safety Standards <input type="checkbox"/> Visual Impact Analysis <input type="checkbox"/> Wireless Communication Facility Lease <input type="checkbox"/> Alternative Site Analysis (Type II, III) <input type="checkbox"/> Technology Design Options (Type II, III)
Zoning Map Amendment	<ul style="list-style-type: none"> • Zoning Map Amendment (without Comprehensive Plan Amendment) <p>*Note: See the Guide to Public Meetings with Neighborhoods for Developers and Applicants</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Authorization Form signed by Property Owner <input type="checkbox"/> Current Deed <input type="checkbox"/> Narrative <input type="checkbox"/> Verification of Compliance Public Meeting Form <input type="checkbox"/> Public Meeting Documents (Copies notice and mailing list)



Accommodation Information for People with Disabilities

To obtain this information in an alternate format such as Braille, large print, electronic formats, etc. please contact the Planning Division at planning@bendoregon.gov or (541) 388-5580; Relay Users Dial 7-1-1.